

**United States District Court
Northern District of New York**

Announcement Number: 12-DC-01
Open Date: October 25, 2011
Close Date: November 8, 2011
Position: Financial Specialist
Status: Full-time Permanent
Location: Syracuse, New York
Salary Range: Classification Level 26 (\$41,786 - \$67,951) with promotion potential to the CL-27 (\$45,928 - 74,628). Starting salary commensurate with financial work experience and salary history.

POSITION DESCRIPTION

This position is located in the Clerk's Office and reports to the Financial Supervisor. The incumbent performs responsibilities related to the financial functions of the court, ensuring accuracy and completeness of data, quality of service, and timeliness.

REPRESENTATIVE DUTIES

Maintain, reconcile, and analyze accounting records (cash receipts journal, registry, and deposit funds) and subsidiary records and other financial records. Review and/or perform accounts payable and accounts receivables duties.

Assist in the review of vouchers for payments related to expenses incurred by the court for appropriateness of payment and proper classification of the funds to be disbursed.

Import (post) receipts from cash register system and other external financial systems into the Judiciary's financial/accounting system.

Reconcile reports and bank statements, including Judiciary financial/accounting system financial reports, Treasury, and bank deposit reports.

Assist in the preparation of a variety of regular and non-standard financial reports for submission to the Administrative Office, U.S. Treasury, financial institutions, and other organizations as appropriate.

Act as back up to the Financial Supervisor, including: establishing Treasury and commercial registry accounts; applying disbursing approval on payment authorizations; disbursing and mailing Treasury checks; and all other duties as required.

MINIMUM QUALIFICATIONS

For the CL-26 level, applicants must have a minimum of two years of progressively responsible accounting/financial experience that provides the knowledge, skills, and ability to successfully perform the duties of this position. For the CL-27 level, applicants must have a minimum of three years of progressively responsible accounting/financial experience that provides the knowledge,

skills, and ability to successfully perform the duties of this position.

PREFERRED QUALIFICATIONS

Accounting or bookkeeping experience. Associate's Degree or Bachelor's Degree from an accredited college or university in accounting, finance, or other closely related field. Demonstrated superior analytical and organizational skills with attention to detail.

ADDITIONAL INFORMATION

Only qualified applicants will be considered for this position. Applicants must be U.S. citizens or eligible to work in the United States.

Employment is subject to a satisfactory background investigation, including an FBI fingerprint and criminal records check. Unsatisfactory results may result in termination of employment.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are "at will" and can be terminated with or without cause by the Court.

The Federal Financial Management Reform Act requires direct deposit of federal wages. The individual selected for this position must sign up direct deposit for payment of salary.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify the Human Resources Department. Decisions regarding granting reasonable accommodations will be made on a case-by-case basis.

BENEFITS

Employees of the United States District Court are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. These benefits include:

- Thirteen days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Thirteen days of paid sick leave per year.
- Participation in a retirement program.
- Participation in the Thrift Savings Plan (similar to a 401(k) program).
- Participation in a federal health insurance program of your choice.
- Participation in federal dental and vision plans.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and

retirement benefits.

APPLICATION PROCESS AND DEADLINE: Send resume and cover letter on or before November 8, 2011 to:

Michele B. Louise, HR Director
United States District Court
PO Box 7367
Syracuse, NY 13261
315-234-8549 (fax)
or via e-mail to [Michele Louise@nynp.uscourts.gov](mailto:Michele_Louise@nynp.uscourts.gov)

Only those applicants selected for further consideration will be contacted.

The Northern District of New York is an Equal-Opportunity Employer.